



TOWN OF KITTERY

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Nancy Colbert Puff
Town Manager

Library Committee - MINUTES - July 15, 2015

Present: George Dow, Tom Emerson, Steve Workman, Tom Newbold, Kristina DeMarco
Absent: Debra Kam

Staff: Nancy Colbert Puff, Lee Perkins

The meeting convened at 9:05 am.

Town Manager Nancy Colbert Puff welcomed everyone and walked through the agenda. She asked the committee to plan for meetings to last one hour, and that the Committee would work until it felt it had enough information to present back to Council; in other words, there is no other “deadline” in operation. She explained that she saw herself and Lee as “staff” to the Committee, and that they would help facilitate the discussions and bring resources to the meetings for the Committee’s consideration.

Introductions: Committee members introduced themselves.

- Tom Newbold is a retired high tech professional who lives on Haley Road. He is also currently a Board Member at Families First in Portsmouth. He is interested in the Town providing the community with a 21st century library, and with the decline in community gathering spaces (the Grange, etc.), he sees libraries increasingly filling this role.
- Tom Emerson is an architect and planner by trade, currently serving on the Town’s Economic Development Committee (EDC), and is a previous member of both the Planning Board and Zoning Board of Appeals. He has five children that have been active users of the library and its programming. He is interested in redevelopment and reuse possibilities (as well as disposition), but also would like to ensure the Town’s is allocating its assets wisely.
- George Dow is also a current member of the EDC, and a former Councilor. He sees the RPL as an asset to the community, and is interested in how serves the community into the future. How can we maximize our investment? Can we treat it as we treat other Town infrastructure? He is very interested in ensuring that the public is part of the discussion, and be enabled to make decisions based upon facts.
- Steve Workman introduced himself as Chair of the Kittery Community Center Board of Directors, and has participated in many discussions concerning the Library being located on the KCC campus. He believes there is a tremendous opportunity before it, and that he hopes a “win-win” can result from the Committee’s work.
- Kristina DeMarco has served on the Parks Commission for several years, and is mother to a young son. She is part of parenting group that frequents the Library, and has taken advantage of many the great programs offered there.

- Lee Perkins explained that she was/is a resident before becoming the Library Director, and that the project was well underway prior to her joining RPL. She believes the current building limit the RPL's ability to fulfill its mission, and that one of her top concerns with the structures is limited handicapped accessibility.
- Nancy Colbert Puff said she has enjoyed being Kittery's Town Manager for approximately 18 months, and that her background includes working with libraries to update/build new facilities, and was the City's project manager for the Newburyport Public Library.

Meeting Schedule: We set forth a schedule to meet every other Thursday, from 9-10 am.

- July 30th
- Aug. 13
- Aug. 27th
- Sept. 10th
- Sept. 24th

Review of Mission: We quickly reviewed the mission as presented by Town Council -

1. Where will a new facility will be located on the proposed site? This question includes items such as what the footprint might be, as well as the overall square footage of the structure;
2. How will the facility be accessed? (e.g. vehicular, pedestrian, emergency vehicles, etc.)
3. What is the impact on the neighborhood?
4. What is the future disposition of the Rice and Taylor buildings?
5. What is the impact of the new facility on the Library's operational budget?

Information/Data to be Gathered: We spent some time discussing how to answer Question #1 above. We agreed that we needed to look at data of comparable new facilities, including square footage, community population, project budget, and services offered. We will strive for information dated 2010 to present, in order to be most current with library technology, and for budget numbers to be somewhat relevant. We would start by looking in Maine, but if need be, expand geography to gain additional data points – the Committee is open to looking at a wide range of data, and can then narrow it down if advisable.

There was a comment made to consider all “non-motorized” means of access when addressing Question #2.

Next Agenda: Lee brought forward the most current site plans the Library has developed. We agreed the next meeting would focus on Lee presenting those plans to the Committee.

The meeting adjourned at 10 am.